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MEMORANDUM FOR: Acting Deputy Director, (Administration)

THRU : Chief, Classification and Wage Division

FROM : Management Officer

SUBJECT : Central Processing of Travelers

REFERENCE : Organization and Methods Survey Report on Above Subject
dated 7 July 1953.

1. PROBLEM. The above referenced Survey Report provided, in paragraph 4 d, for the establishment of the detailed Tables of Organization necessary to carry out the purpose of the Report. This staff study proposes to establish the T/O for the Passenger Movement Branch, Transportation Division, LO, and to transfer certain positions from PMB to the Central Processing Branch of the Personnel Office.

2. FACTS BEARING ON THE PROBLEM.

- a. Basic facts concerning this problem are brought out in the above referenced Survey Report.
- b. An additional fact to be considered is that the Personnel Office is revising its T/O, including the entire CPB.

3. DISCUSSION AND CONCLUSION.

- a. The above referenced Survey Report established T/O limitations as follows:

Passenger Movement Branch
Central Processing Branch,
Travel Section
TOTALS

From To Change



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- c. It is recommended that the positions listed in Attachment C be abolished.
- d. It is recommended that the functions for PMB stated in Attachment D be approved.

Copies → Concurrences:

Chief of Logistics Date

W L Post
Regmt Officer

ASSISTANT DIRECTOR/PERSINNEL Date

APPROVED

ACTING DEPUTY DIRECTOR/ADMINISTRATION Date

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